

Idaho State Historical Society
Financial Services
Quarterly Report
October 2004 - December 2004
Submitted by Vi Huntsinger

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

October:

1. Completed "Problem Solving" survey in response to inquire from DHR.
2. Processed last of SHPO Federal FY 04 expenses.
3. Submitted final request for SHPO FY 04 reimbursement funds.
4. Jeanne set up P. Card, I-Time and Travel Express profiles and developed procedures for staff data entry.
5. Chris enabled staff computers for P. Card data entry.
6. Prepared Financial Information for SBOE "Dashboard Reports".
7. Research and respond to LSO questions regarding FY 04 costs in comparison to FY03 costs.
8. Respond to DFM & LBO questions regarding 2006 budget request for operating costs, equipment needs and moving costs to the Idaho History Center.
9. Contact Department of Administration for research of breakdown of cost incorporated in rent rates charged by Facility Services to justify operating cost projection at History Center.

November:

6. Met with Steve G. Linda M-K and Randy Tilley, (DFM) at Historical Library to discuss furniture and equipment needs at History Center.
7. Jeanne completed conversion to on-line P. Card, Travel Express, and I-Time.
8. Jeanne conducted training with workgroup staff and supervisors for P. Card, I-Time and Travel Express processing.
4. Prepare SHPO FY 04 final financial report calculations.
5. Reconcile NHPRC FY 04 grant expenditures for report to Steve Walker.

6. Revise FY 06 budget package to agree with SBOE approved request.

December:

1. Prepare final financial report on Cary Maps Grant.
2. Prepare financial report on L&C travel Exhibit, L&C Program Center and NEH Cultural Roots grants.
3. Prepared and submitted FY 2006 Indirect Cost calculation for approval.
4. Prepared FY 2005 Fringe Benefit calculation.

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Projects Underway:

1. Continue to respond to additional budget packages inquiries from DFM and LBO.
2. Distribute personnel evaluation forms.
3. Continue investigation of grant reporting through STARS. Iron out problems, set up procedures, and implement training as necessary as soon as issues are resolved concerning the expectations of LBO, DFM and SCO.
4. Review equipment disposal and addition records and update SCO-FAS.
5. Update grant and special project reports and request grant funds.

Personnel:

No Change.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.